

NARA's Northeast Region is Pleased to Offer Two Records Management Training Modules for Federal Staff



File Plans, Records Schedules and Inventories

Wednesday, November 17, 2004

10:00 am to 12:00 pm

Cost: Free of Charge

Every agency of the U.S. Government creates records. How do they know how to organize those records? By using their records control schedules. Your records schedule is the key to a successful records disposition program. It is the architect's plan which tells you how to build your files.

During this module we will discuss using agency records schedules to develop office file plans that offer improved control over records in the Federal workplace.

Identifying and Retiring Records

Wednesday, November 17, 2004

1:00 pm to 3:00 pm

Cost: Free of Charge

This step-by-step presentation details how to get non-current, inactive records out of your office and into a records center. It's quite easy, and won't hurt a bit.

Participants will be able to identify which records can be transferred to a records center; demonstrate understanding of cut-off, retirement, and disposal instructions; and compute disposal dates for sample records series. Join us as we take an in depth look at this important end of the Fiscal Year activity.

Both sessions will be held in the 18th Floor Training Room, U.S. Department of Housing and Urban Development Connecticut Field Office, One Corporate Center, 20 Church Street, Hartford, Connecticut. These training modules are presented to the Federal community without cost. Preregistration is required. To attend one of these sessions contact our training hotline at (781) 663-0148 or register by Email: workshop@nara.gov.